

FRANKFORT PUBLIC LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
FRANKFORT PUBLIC LIBRARY
December 14, 2023
7:00 PM

I. Call to Order

President Look called the meeting to order at 7:02 p.m.

II. Pledge of Allegiance

Attendees recited the Pledge of Allegiance.

III. Roll Call

Trustee Knutson called the roll call.

Present: Trustee Drisko, Trustee Knutson, Trustee Look, Trustee Wagner, & Trustee Schneider

Absent: Trustee Veach & Trustee Karabis

Also Present: Amanda Kowalcze and Denise Wargowsky

Citizens Advisory Committee: Mary Lynne Paris of the Friends of the Library. Julie Terlep joined at 8:30 p.m.

IV. Introduction of Visitors

Jeffrey Slovak

V. Public Comment—Agenda Items Only

None.

VI. Approval of Minutes from the Regular Board Meeting November 16, 2023 and the Special Board Meeting November 13, 2023

Motion made by Trustee Schneider to approve the minutes of the regular board meeting held November 16, 2023 as amended. Seconded by Trustee Wagner. Several edits requested, including changing “action items” called out in minutes to “task items”. Change item IX. A. to reflect February 2025, not January 2025. Change item VIII. B. to add that the snow removal company is different “than our landscaping company. It is the same snow removal company we used last year, RWS.” All trustees voted “Aye.” Motion carried.

Motion made by Trustee Knutson to approve the minutes of the special board meeting held November 13, 2023 as amended. Seconded by Trustee Drisko. Several edits requested, including changing “action items” called out in minutes to “task items”. Item VI. A. 4. Updated to reflect task item due at January meeting, not December

meeting. Following discussion, board did not accept proposed amendment to item VI.

A. 5. Board members exchanged views on proposed amendments to minutes. Trustees determined that minutes should outline key points of board discussion. Trustees clarified that they are okay with no signatures at bottom of approved minutes. All trustees voted “Aye.” Motion carried.

VII. Treasurer’s Report

Trustee Schneider read the treasurer’s report for November 2023.

A. Review of Bills for November 2023

Motion made by Trustee Schneider to approve the bills for November 2023 as presented. Seconded by Trustee Wagner. Roll call vote.

Drisko	AYE
Knutson	AYE
Karabis	—
Veach	—
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

- B. Maintenance Expense V. Budget—Expenses increased, due to heating costs. Security system and fire extinguisher testing were completed. Microwave for staff breakroom was replaced, due to breaking.
- C. Capital Funds Project Status—No changes.
- D. Profit & Loss V. Last Year—98.8% of projected revenue received. Expenses were over budget, due to three payroll dates in November.
- E. Balance Sheet as of November 30, 2023

VIII. Committee Reports

- A. Finance Committee—Has not met, but will meet in new year.
- B. Policy & Personnel Committee—Met Nov. 29 to discuss employee handbook. Next meeting is Jan. 2.
- C. Building & Grounds Committee—To meet Jan. 4.
- D. Strategic Plan Committee—Will meet in January.

IX. Correspondence

Communication from Richton Park Public Library District, noting another lot near Central Ave. and Sauk Trail has been annexed, following the Village of Richton Park's annexation. Director Kowalcze has noted that all areas adjacent to the Frankfort Public Library District that have not been annexed by a library will likely have Matteson and Richton Park addresses. Trustees requested to see a map of the unannexed land.

Director Kowalcze received notice that Citizens Advisory Committee member Lauren McDonald is expecting a child in January and is leaving the Committee. Lauren communicated that she enjoyed her time serving on the Committee and will continue supporting the library.

Task Item: Director Kowalcze to bring map of Frankfort Public Library District to next meeting to determine proximity of unannexed land to the Frankfort Public Library versus other nearby libraries.

X. Old Business

A. Building Design Project

- 1. Tentative Proposal—President Look presented outline of potential plan for trustees to review. She noted that it is meant to be a living document and a collaborative effort between all board members.

B. Funding Building Repair and Replacement Needs

- 1. Available Grants List—Due January. Director Kowalcze noted that most building grants available are tied to the creation of jobs and for-profit businesses, but they will continue to look.
- 2. Maintenance Checklist—Due January.

Task items: maintenance checklist, grants list due in January

XI. New Business

A. Capital Priorities

Motion made by Trustee Drisko to approve the revised Capital Priorities List for FY23–24. Seconded by Trustee Knutson. Trustees requested items be grouped by goal fiscal year for project, potential funding source, and estimated cost. Parking lot pole lights to be upgraded to halogen, with potential for project to be covered by ComEd due to it being an efficiency upgrade. Revised capital priorities list also allows for emergency replacement items and items to be replaced as budget allows. Roll call vote.

Drisko	AYE
Knutson	AYE
Karabis	—
Veach	—
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

B. Capital Projects Status Updates

1. Reading Room Construction Grant Update—Application due Jan. 15. Director Kowalcze reached out to StudioGC, and they are assisting with grant preparation pro bono. Grant application requires Illinois Historical Society approval as well as mold and lead paint assessment. Estimated cost of project by StudioGC is \$162K. Recommendation for unapproved grant would be to either reapply in 2025 for grant or break project into sections. Will likely receive approval or denial decision for grant in spring 2024.
2. Roof Safety Hatch Proposals
Motion made by Trustee Drisko to approve the roof hatch railing proposal from Ridgeworth Roofing in the amount of \$3,950. Ridgeworth proposal includes roof inspection. Seconded by Trustee Wagner. Roll call vote.

Drisko	AYE
Knutson	AYE
Karabis	—
Veach	—

Wagner AYE

Schneider AYE

Look AYE

Motion carried.

3. East End Bathroom Ceiling Tile Proposal

Motion made by Trustee Wagner to approve the proposal from D&M Construction Services for a new ceiling system for the East End bathrooms in the amount of \$4,974 and the proposal from Excel Electric for furnishing and installing new LED lighting in the East End bathrooms in the amount of \$3,450. Seconded by Trustee Schneider. Roll call vote.

Drisko AYE

Knutson AYE

Karabis —

Veach —

Wagner AYE

Schneider AYE

Look AYE

Motion carried.

4. Garage Heater Replacement Proposal

Motion made by Trustee Drisko to approve the proposal to replace the hanging electric garage heater from Excel Electric in the amount of \$2,950. Seconded by Trustee Schneider. Roll call vote.

Drisko AYE

Knutson AYE

Karabis —

Veach —

Wagner AYE

Schneider AYE

Look AYE

Motion carried.

5. Floor Box Cover Replacement Proposal

Motion made by Trustee Wagner to approve the proposal to replace broken floor box covers via Excel Electric in the amount of \$1,300. Seconded by Trustee Knutson. In-floor outlet covers are broken or lost in middle section of library. Replacements are more user friendly for patrons to open and close and can withstand foot traffic. Roll call vote.

Drisko	AYE
Knutson	AYE
Karabis	—
Veach	—
Wagner	AYE
Schneider	AYE
Look	AYE

Motion carried.

6. Lighting Contractors and Switches Proposal

Motion made by Trustee Wagner to table approval of the proposal to furnish and install lighting contractors and switches for interior lighting from Excel Electric in the amount of \$11,240 until January meeting. Seconded by Trustee Drisko. Revised quote was issued, but has not been discussed with Dan Eallonardo, owner's representative. All trustees voted "Aye." Motion carried.

C. Bond Counsel for Loan Renewal Update

1. Director Kowalcze contacted three law firms. One declined to provide rate quote, while another only sent rates. Third firm discussed work and sent a proposal. Director Kowalcze cited the need to gather further information to determine what work is needed to complete the loan renewal, along with contacting other firms for quotes.

Task Item: Director Kowalcze to present trustees multiple proposals for loan renewal work.

XII. Librarian's Report

The Board members received the November 2023 monthly librarian's report from Director Kowalcze for review by the trustees, including information on the following:

A. Administration

1. Director Kowalcze and Trustee Schneider attended the Illinois Library Association’s Library Legislative Meet-Up.

B. Information Technology

1. SWAN app abruptly discontinued. Replacement SWAN app is ready, with plans to promote it in late December.
2. Fiber Internet Lines—Comcast installed wiring for project, to be completed July 2024.

C. Youth Services

1. Rachel visited Hilda Walker, presented to over 500 students

XIII. Public Comment

Jeffrey Slovak wished everyone a happy holiday season on behalf of Friends of the Library member Mary Lynne Paris, who had to leave before the meeting completion. Julie Terlep wished everyone happy holidays and a happy new year.

XIV. Trustee Comment

Trustees wished everyone a happy holiday season and new year. President Look thanked everyone who commits themselves to doing the hard work of the board. She wished everyone peace over the holidays.

XV. Executive Session

None required.

XVI. Adjournment

Motion made by Trustee Schneider and seconded by Trustee Wagner to adjourn the meeting. All trustees voted “Aye.” Motion carried.

President Look adjourned the meeting at 8:51 p.m.

Respectfully Submitted:

Jennifer Knutson
Secretary

Recorded By:

Jessica Stacy
Recorder